

**Job Title:** District Testing Coordinator/  
Special Programs/Interventionist

**Wage/Hour Status:** Exempt

**Reports to:** Curriculum Director

**Date Revised:**

**Dept./School:** Assigned Campus

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**Primary Purpose:**

Implement state and federally mandated student assessment programs for the district. Ensure security and integrity of testing materials and data in accordance with state and federal requirements.  
Coordinate special programs as assigned.  
Provide curriculum support for classroom teaching to ensure an aligned and articulated instructional program in the subject area assigned.  
Provide instructional interventions to student groups to ensure academic improvement and student success.

**Qualifications:**

**Education/Certification:**

Bachelor’s Degree (Master’s Degree preferred) from accredited university  
Valid Texas teaching certificate with required endorsements for subject assigned

**Special Knowledge/Skills:**

Knowledge of the state testing program and accountability system  
Ability to use student test data systems  
Ability to use personal computer and software programs to collect, report, and present data and test related information  
Knowledge of curriculum design and implementation  
Knowledge of special needs of at-risk students in assigned area  
Ability to interpret data and evaluate instruction programs and teaching effectiveness  
Ability to develop and deliver training to adult learners  
Excellent organizational, communication, and interpersonal skills

**Experience:**

Five years teaching experience

**Major Responsibilities and Duties:**

**Testing**

1. Implement procedures for ensuring security and confidentiality of state-mandated testing programs and other assessments. Direct and oversee test implementation and monitor testing activities to ensure that procedures are followed and deadlines met.

2. Provide timely support for testing administrators.
3. Consult with staff to provide appropriate testing accommodation for Limited English Proficient (LEP) students and students receiving special services.
4. Identify, investigate, and address testing irregularities. Report discrepancies and disciplinary actions taken against students as required.

#### **Analysis and Collaboration**

5. Develop and distribute statistical studies, analysis, and evaluation reports as required.
6. Work with instructional teams to analyze test data and develop student achievement goals and objectives.
7. Consult with district staff to develop, administer, and interpret assessment guidelines and procedures.

#### **Recordkeeping, Reporting, and Inventory**

8. Maintain and ensure integrity of testing data. Ensure all materials and data are submitted within established timelines.
9. Complete evaluation and compliance reports as required by federal and state programs.
10. Track and monitor location of test materials throughout the distribution, return, and storage process.
11. Compile, maintain, file, and secure all reports, records, and other required documents.

#### **Instructional and Program Management**

12. Work with individual students and student groups to provide effective interventions to improve student performance.
13. Support classroom instruction through modeling and mentoring.
14. Facilitate campus screening and assist with all other state and local assessments as needed.
15. Review student data with classroom teachers and assist in determining appropriate tiered intervention.
16. Assist classroom teachers in determining and implanting appropriate tiered intervention.
17. Work cooperatively with curriculum director and campus principals in developing and implementing the instructional programs in assigned subject area.
18. Coordinate the review, development, and revision of all subject area programs and related curriculum documents and materials, including curriculum guides, course outlines, and teaching plans.

**Staff Development**

- 19. Plan and provide staff development for teachers, administrators, and staff in designated subject area.
- 20. Observe classroom instruction and provide feedback and assistance to classroom teachers to facilitate improvement and innovation. Demonstrate teaching strategies with students in classroom.

**Other**

- 21. Contribute to the development and delivery of training for district and campus test administrators to ensure that tests are conducted and procedures are consistently followed.
- 22. Convey information to parent and community members about school programs.
- 23. Compile, maintain, and file all reports, records, and other documents required.

**Supervisory Responsibilities:**

Direct the work of district and campus test administrators and others assigned to conduct tests.

**Working Conditions:**

**Mental Demands/Physical Demands/Environmental Factors**

Maintain emotional control under stress; Work with frequent interruptions; Ability to read and communicate effectively (verbal and written); Interpret policy, procedures, and data; Occasional lifting and carrying moderate weight; Frequent walking, standing, stooping, bending, pulling, and pushing; Repetitive hand motions; Prolonged use of computer.

(Employees with disabilities are protected by the Americans with Disabilities Act)

This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by \_\_\_\_\_ Date \_\_\_\_\_

Received by \_\_\_\_\_ Date \_\_\_\_\_